

FINANCE OPERATIONS MANAGER (REVENUE)



The City of Fremont's Finance Department invites applications for Finance Operations Manager (Revenue)

First Review of Applications: Noon on August 31, 2015

Do you enjoy the energy of working within a large, culturally diverse City, serving over 220,000 citizens, embracing state of the art Green Technology companies and striving to meet today's challenges with innovative and collaborative ideas? Then, Fremont can use your leadership skills to manage a team of dedicated Finance professionals!

The Finance Department

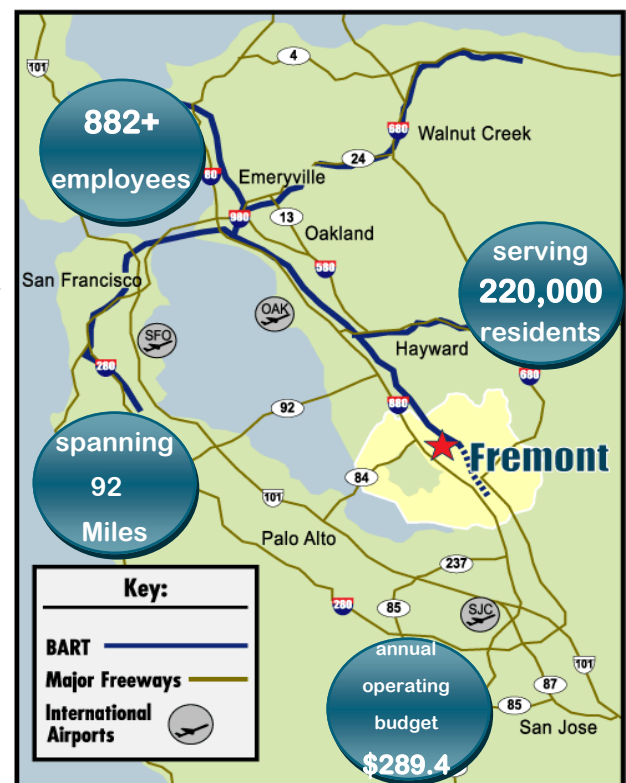
The Finance Department mission is to assist the City Council, City Manager, and operating departments in prudently managing financial resources and assets by providing accurate information and high-quality business and financial planning and management advisory services, including budgeting, debt management, accounting, purchasing, revenue collection and management, and payables processing.

The Job

As a member of the Finance Department's management team, you will be responsible for planning, organizing and directing the City Revenue function. The incumbent must have the ability and flexibility to apply their skills to manage the Finance Revenue Division, resolve disputes, work with difficult external customers, and build strong working relationships with internal departments. The successful candidate will also ensure that the Revenue Division is compliant with all relevant legislative, regulatory, and judicial mandates, regulations and professional standards.

EXAMPLES OF JOB DUTIES

- Leads and supervises staff, including:
 - Staff recruitment, training and development
 - Establishing work priorities
 - Developing policies and procedures
 - Assigning and scheduling work
 - Evaluating performance
 - Providing recognition
- Oversees all Revenue Division activities, including:
 - Central cashiering
 - Collection of business taxes and locally assessed taxes and charges
 - Administration of certain regulated industry permits including massage, peddlers, and solicitors
 - General billing and accounts receivable processes
- Responsible for administration of revenue-related ordinances including the business tax ordinance and the transient occupancy tax ordinance; ensures compliance with state and federal laws.
- Researches and directs development, implementation, integration, and enhancement of automated financial information systems.
- Directs the transportation and delivery of City monies.
- Assists in development of the Finance Department's budget, goals and objectives.
- Directs and/or participates in special Finance Department projects.
- Represents the Finance Department on city-wide special project teams.



Tentative Recruitment Schedule

Oral Panel Interviews: Week of September 7th
Follow-up Interviews: Week of September 21st
Start Date: October

EDUCATION AND EXPERIENCE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background includes a Bachelor's degree in Accounting, Economics, Finance, Public or Business Administration *and* five years of progressively responsible experience in the finance field, including one year of supervisory responsibilities. A Master's degree or relevant professional certification may be substituted for one year of experience. Work experience in a public agency, a Master's degree, and certification as a Certified Revenue Officer (CRO) or Certified Public Finance Officer (CPFO) are highly desirable, as well as the following skills:

- Knowledge of generally accepted accounting principles
- Experience in organizing, setting objectives and determining courses of action
- Skilled in oral and written communication
- Participatory leadership style
- Technologically savvy
- Ability to successfully complete a comprehensive business background including a credit check

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- Requires possession of a valid Class C California Driver's License.

ABOUT FREMONT

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the "Best Run City in America" list by 24/7 Wall Street and America's third "Sharpest, Smartest City" by Reader's Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs over 882 regular employees and has a general fund budget of \$174.3 million and a total annual budget of \$289.4 million. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

COMPENSATION AND BENEFITS

The annual salary for this Unrepresented Management position is \$110,398.64 - \$149,035.37 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and letter of interest at [City of Fremont Jobs](#).

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.



The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Finance Operations Manager (Revenue) — Supplemental Questionnaire

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Finance Operations Manager's position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your experience as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

Please respond to each of the following questions. When you apply online, you will have space to insert your answers and will not need to attach a separate copy.

1. Do you have a Bachelor's degree in Accounting, Economics, Finance, Public or Business Administration?
 - Yes
 - No
2. Do you have a Master's degree?
 - Yes
 - No
3. Are you a CRO or CPFO?
 - Yes
 - No
4. How many years of experience do you have in the field of finance?
 - Less than 5 years
 - More than 5 years
5. How many years of supervisory experience do you have?
 - None
 - Less than 3 years
 - More than 3 years
6. Do you have experience working in the public sector?
 - Yes
 - No
7. Do you have experience implementing, enhancing, or integrating a financial management system?
 - Yes
 - No
8. Do you currently possess a valid California Class C Driver's License? Or, will you be able to obtain a valid California driver's license by the time of appointment?
 - Yes
 - No